

**MANSFIELD DOWNTOWN PARTNERSHIP  
FINANCE AND ADMINISTRATION COMMITTEE**

**Thursday, NOVEMBER 19, 2009**

APPROVED MINUTES

Present: Tom Callahan (Chair) (by phone), Phil Barry, Harry Birkenruth, Matt Hart, Phil Spak and Frank Vasington

Staff: Cynthia van Zelm

**1. Call to Order**

Matt Hart chaired the meeting as Tom Callahan was calling in by phone. Mr. Hart called the meeting to order at 3:03 pm.

**2. Approval of Minutes from October 22, 2009**

Frank Vasington made a motion to approve the minutes from October 22, 2009. Phil Barry seconded the motion. The motion was approved unanimously.

**3. Update on Storrs Center and Business Plan**

Ms. van Zelm said that master developer LeylandAlliance is continuing to work on financing of Phase 1A.

Ms. van Zelm said that work continues to proceed on the Storrs Center infrastructure projects. She said a scope of work is being finalized for the Phase 1A infrastructure work which will be funded through a combination of grants and private funding. Ms. van Zelm said that the Storrs Road work is in design and BL Companies is working on acquiring the easements.

Ms. van Zelm said that eight letters of intent have been signed by tenants and two are in discussion.

The Committee discussed other issues including the agreement between the Town and master developer LeylandAlliance, revisions to the Business Plan, other tenanting – all with the goal of moving the project to fruition quickly.

**4. Review of Committee Charge**

The Committee reviewed a revised Committee charge and Mr. Callahan made a motion to recommend the changes to the full Board. Harry Birkenruth seconded the motion. The motion was approved unanimously.

The revised charge reads as follows:

- Monitor all administrative and financial management activities of the Mansfield Downtown Partnership, Inc.
- Prepare annual operating budget for Board review and approval
- Recommend sources, to include membership dues, for raising funds to support the ongoing operation of the Partnership
- Ensure that adequate funding is in place at all times
- Monitor performance of Executive Director; prepare annual performance review for Board consideration
- On behalf of the Board of Directors, monitor and oversee development of Storrs Center including but not limited to implementation of the Storrs Center Municipal Development Plan, implementation of the master developer Business Plan, and adherence to the development agreement between the Partnership and the master developer
- Maintain an inventory of all physical assets owned, leased or rented by the Partnership

Cynthia will prepare the inventory.

#### **5. Update on Four Corners Sewer Advisory Committee**

Mr. Hart said the new Town Council will review the Committee's charge and discuss at a future Council meeting. He said at a staff level, testing is being done at the Cedar Swamp aquifer to see if water is available.

#### **6. Overview of Budget**

Ms. van Zelm said she will bring a draft budget to the Committee at its December meeting. She is waiting for estimates from the Partnership's attorney and relocation expert, as well as health care costs.

#### **7. Other**

Mr. Callahan said one way to recognize Committee member AJ Pappanikou would be to name the Partnership Volunteer of the Year Award after him. The Committee agreed that this would be a wonderful gesture.

#### **8. Adjourn**

Mr. Barry made a motion to adjourn. Frank Vasington seconded the motion. The motion was approved unanimously. The meeting adjourned at 4:30 pm.

*Minutes taken by Cynthia van Zelm*